

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Admissions Office
University of Oxford
[Department/Program Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Officer,

Subject: Inquiry Regarding [Specific Program/Department]

I hope this letter finds you well. I am writing to inquire about [specific information you are seeking, e.g., admission requirements, course structure, funding opportunities, etc.] related to the [specific program/department] at the University of Oxford.

I am particularly interested in [briefly explain your interest in the program or any specific aspects you would like more information about]. If possible, I would appreciate any brochures, informational materials, or guidance you could provide.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]